



***MOTOR CARRIER SERVICES***  
*24-Hour Online System*

***Step-By-Step Instructions***  
***For***  
***Overdimension/Overweight Permits***

Revised - June 16, 2006

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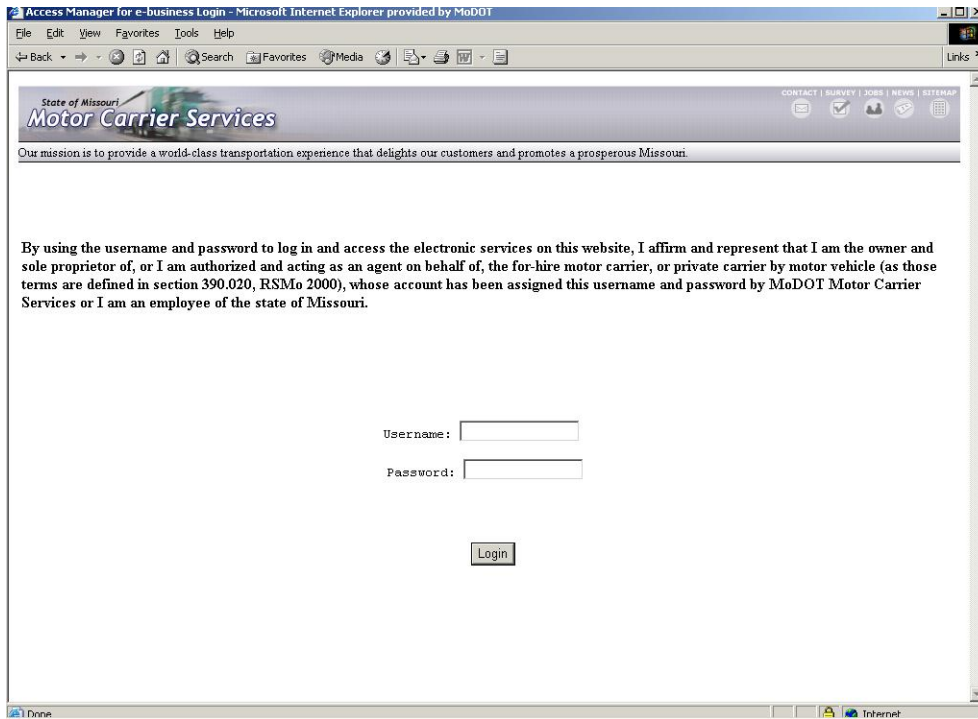
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## 1.0 Signing on to the Motor Carrier Services System

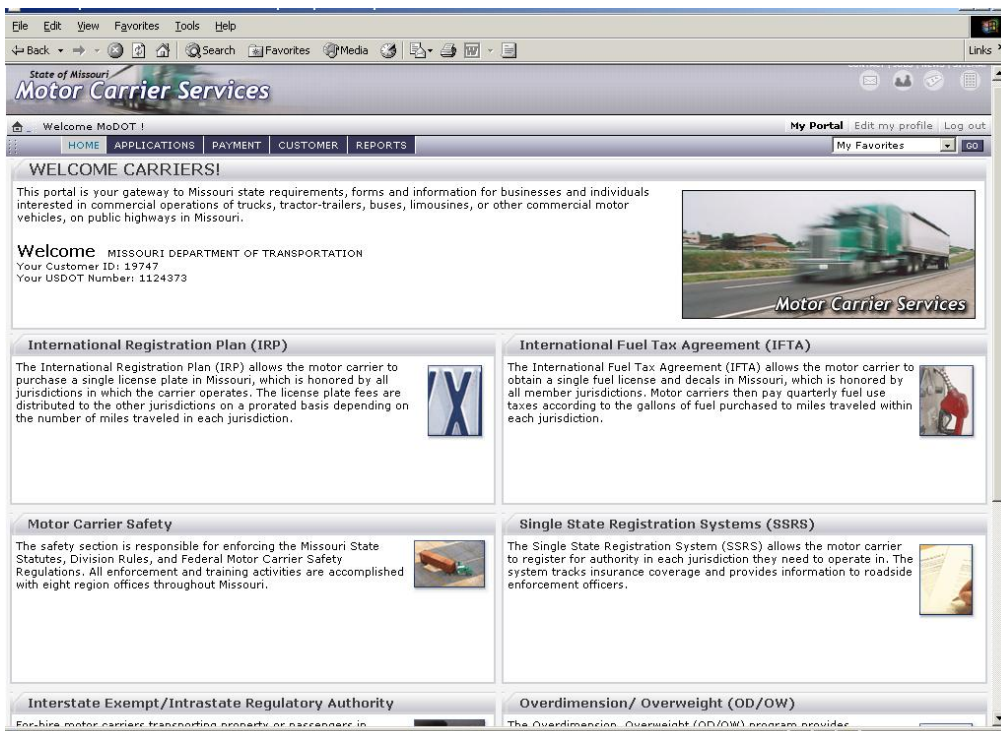
Access the Internet site: <https://mcs.modot.mo.gov/portal/wps/myportal/>  
(Consider saving this site on your list of Internet favorites.)



The screenshot shows a web browser window titled "Access Manager for e-business Login - Microsoft Internet Explorer provided by MoDOT". The address bar shows the URL "https://mcs.modot.mo.gov/portal/wps/myportal/". The page header includes the "State of Missouri" logo and "Motor Carrier Services" text. Below the header is a mission statement: "Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri." A large block of text contains a legal disclaimer: "By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri." Below this text are two input fields labeled "Username:" and "Password:", followed by a "Login" button.

1. Enter your **Username and Password**
2. Press enter or click **Login**

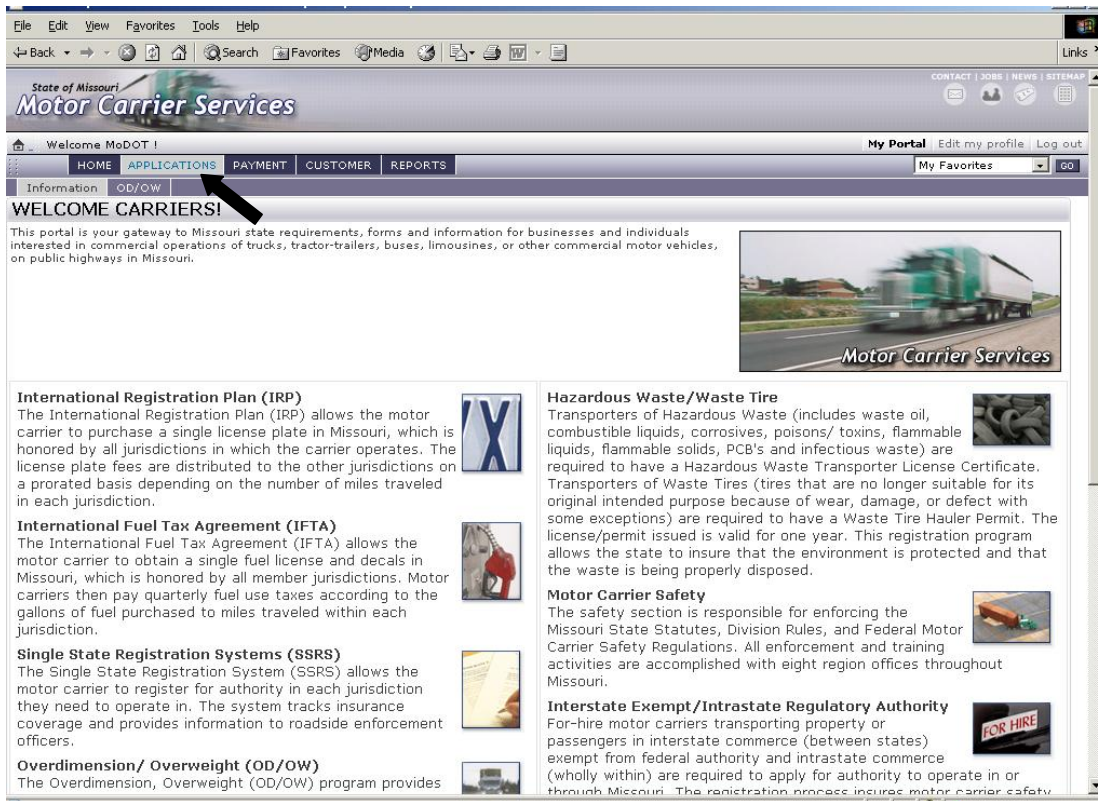
The following home page will appear.



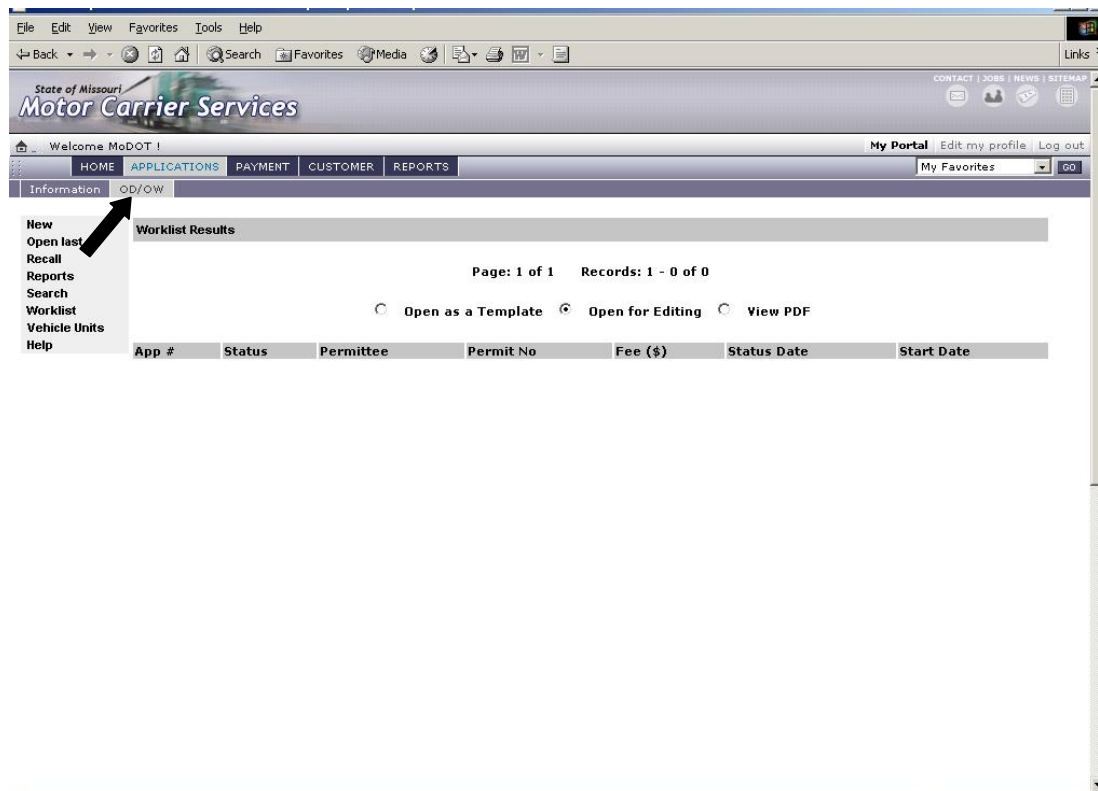
The screenshot shows the "Motor Carrier Services" home page. The top navigation bar includes "HOME", "APPLICATIONS", "PAYMENT", "CUSTOMER", and "REPORTS". A "Welcome MoDOT!" message is displayed. Below this, a "WELCOME CARRIERS!" section provides information about the portal. A "Welcome" message from the Missouri Department of Transportation includes the user's Customer ID (19747) and USDOT Number (1124373). The page is divided into several sections: "International Registration Plan (IRP)", "International Fuel Tax Agreement (IFTA)", "Motor Carrier Safety", "Single State Registration Systems (SSRS)", "Interstate Exempt/Intrastate Regulatory Authority", and "Overdimension/ Overweight (OD/OW)". Each section contains a brief description of the service and a small image.

## 2.0 Accessing OD/OW Permits

From the home page, click on *Applications*. The following screen will appear.



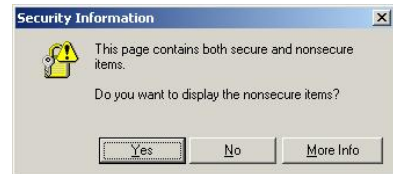
Next, click on *OD/OW*. The following screen will appear.



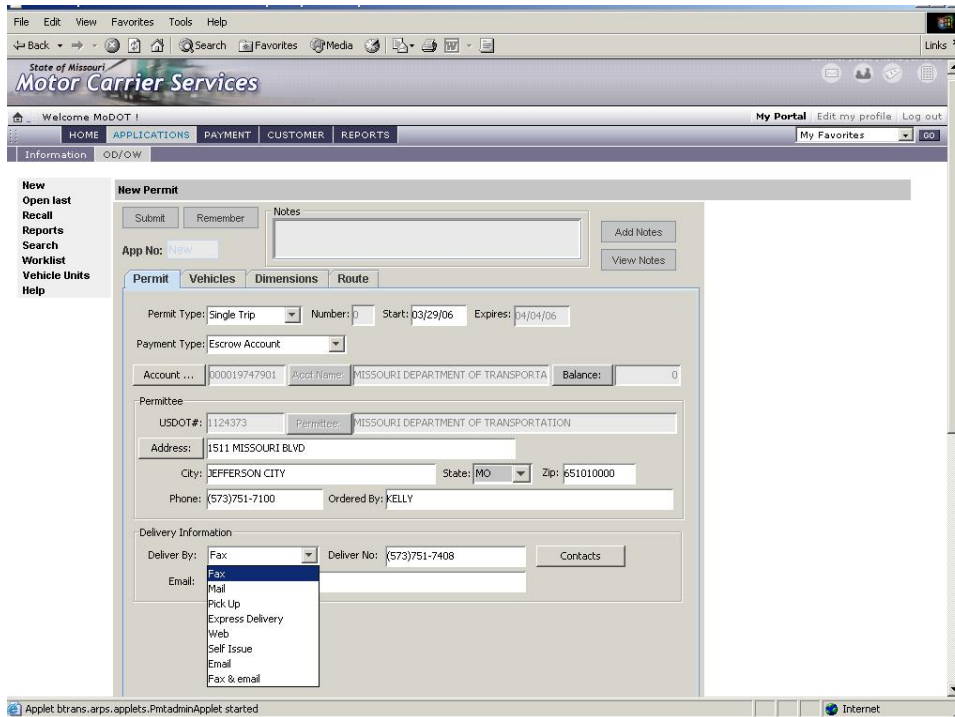
## 3.0 Entering a New Permit

### 3.1 Permit tab-screen

Click on **New** on the left side of the screen. The adjacent screen will appear. Click on yes at the Security Information pop up screen.



Four separate tab-screens make up the new permit application; the Permit tab-screen comes up first. Your company name and address will automatically populate.

A screenshot of a web browser displaying the "New Permit" application for the Missouri Department of Transportation. The browser window shows the "State of Missouri Motor Carrier Services" header and a navigation menu with tabs: HOME, APPLICATIONS, PAYMENT, CUSTOMER, and REPORTS. The "New Permit" form is divided into several sections: "Permit" (with tabs for Permit, Vehicles, Dimensions, Route), "Payment", "Permittee", and "Delivery Information". The "Permit" section includes fields for Permit Type (Single Trip), Number (0), Start date (03/29/06), and Expires date (04/04/06). The "Payment" section includes Payment Type (Escrow Account), Account ID (000019747901), Acct Name (MISSOURI DEPARTMENT OF TRANSPORTA), and Balance (0). The "Permittee" section includes USDOT# (1124373), Permittee (MISSOURI DEPARTMENT OF TRANSPORTATION), Address (1511 MISSOURI BLVD), City (JEFFERSON CITY), State (MO), Zip (651010000), Phone ((573)751-7100), and Ordered By (KELLY). The "Delivery Information" section includes Deliver By (Fax), Deliver No. ((573)751-7408), and a dropdown menu for Email (Fax, Mail, Pick Up, Express Delivery, Web, Self Issue, Email, Fax & email). The bottom of the browser window shows the status bar with "Applet btrans.arps.applets.PmtAdminApplet started" and "Internet".

(Note: From this point forward all typing must be done with “CAPS” on)

- **Permit Type** (drop-down menu): Choices are Single Trip, Blanket, Superload, Pre-Issue, Multistate, 30-Day Blanket, House Move and Multi-Stop. Some of these choices are available all users. For detailed instructions to obtain a blank Pre-Issue see **Section 10.0**.
- **Number**: The number of pre-issued permits desired. This field is enabled for Pre-Issue type permits only.
- **Start**: Date when the permit becomes valid. Default is today's date. Enter the date in the dd/mm/yy format.
- **Expires**: Date when the permit expires. This date is automatically filled in depending on the Start date and the type of permit chosen.
- **Payment Type** (drop-down menu): Choices can be Escrow Account, Cash, Check/MO, Credit Card, Pre-Issued, and Exempt. Some of these choices are not available to all users. We accept MasterCard, Discover and American Express.
- **Account ID**: The ID of the escrow account for transactions associated with the permit is displayed (auto-populated).
- **Acct Name**: The name associated with the account.
- **Balance**: Account balance (Click button to refresh to the current account balance).
- **USDOT#**: Entering the USDOT# will fill in many of the fields on the screen if the Permittee is already in the system.
- **Permittee**: You can fill in the Permittee name by searching for it. **ALWAYS REQUIRED**.
- **Address**: This will auto-populate. If more than one address has been entered in the database, you may select a different one by clicking on address.
- **City, State, Zip, Phone**: Include your area code with your phone number.
- **Ordered By**: The name of the person requesting permit.
- **Deliver By** (drop-down menu): Choices are Fax, Mail, Pick Up, Express Delivery, Web, Self Issue, Email, and Fax & email
- **Deliver No**: The number associated with the delivery method (e.g., fax number). Include your area code.
- **Email**: The system will check the address entered to make sure it contains a period and an @.
- **Contacts**: Click to display available contact information

## Entering a New Permit – continued

### 3.2 Vehicles tab-screen

Once you have entered all of the required information in the Permit tab-screen, click on the Vehicles tab to start filling in data about the vehicle for which the permit is being requested. The following screen comes up:

The screenshot shows a web browser window with the URL [https://mcst.modot.mo.gov/portal/wps/myportal/!ut/p/.cmd/cs/.ce/7\\_0\\_A/.s/7\\_0\\_DK/.s/7\\_0\\_A/7\\_0\\_DK](https://mcst.modot.mo.gov/portal/wps/myportal/!ut/p/.cmd/cs/.ce/7_0_A/.s/7_0_DK/.s/7_0_A/7_0_DK). The page title is "IBM WebSphere Portal - Microsoft Internet Explorer provided by MoDOT". The navigation bar includes links for HOME, APPLICATIONS, PAYMENT, CUSTOMER, and REPORTS. The main content area is titled "New Permit" and has tabs for Permit, Vehicles, Dimensions, and Route. The "Vehicles" tab is active. The form includes a "Load" section with a dropdown for "Load Desc" (set to "CONSTRUCTION EQUIPMENT - CHIP SPREADER"), radio buttons for "Single" and "Sectional", and fields for "Under Own Power", "Hauled", "Towed", and "Haul/Tow". It also has fields for "Serial #", "Width", "Length", "Height", and "Make". Below this is the "Power Unit" section with fields for "Lic#", "State", "VIN", "Type", "Model Year", and "Make". There are also sections for "Unit Two", "Unit Three", and "Unit Four", each with similar fields. An "Additional Vehicle Units" button is at the bottom of the form.

- **Load Description:** You must choose a load from the drop-down menu. You can also type an additional description of your load after an entry that has a dash followed by a blank (example, for Excavator, select Construction Equipment then “Excavator” after the dash). For a complete list of acceptable descriptions, see **Page 28**.
- **Single/Sectional:** Used only if the load is a manufactured home; indicates whether there are multiple units with similar serial numbers.
- **Under Own Power, Hauled, Towed, Haul/Tow options:** Select the option that describes the conveyance method that will be used to transport the load. Haul/Tow is used only when hauling and towing mobile home or modular home frames.
- **Serial #:** Required for certain Load Descriptions.
- **Width, Length, and Height:** Enter these values for the load itself in feet and inches.
- **Make:** This is the make of the load. Choose the make from the drop-down menu or type it in if it doesn’t appear in the menu.
- **Power Unit—Lic#:** Enter the license number of the main vehicle. If the license number you enter is not recognized by the system, you will be given the option to register it, as per the pop-up window below:

The screenshot shows a "Confirmation" dialog box with the text "Lic: This license is not registered. Do you wish to register it?". There are two buttons, "Yes" and "No". The dialog box is titled "Confirmation" and has a close button in the top right corner. The bottom of the dialog box says "Java Applet Window".

Click “Yes” to register the license and save it to the database, or “No” to return to the application without saving it. Do not register a vehicle that has no license number.

- **Power Unit—State:** Note that the State field defaults to MO. Be sure to change this if your vehicle is licensed in a different state.
- **Power Unit—VIN:** Vehicle Identification Number.
- **Power Unit—Type:** Choose the vehicle type from the drop-down menu.
- **Power Unit—Model Year:** Enter a 4-digit number (2005), not a 2-digit number (05).
- **Power Unit—Make:** Choose the power unit’s make from the drop-down menu or type it in if it doesn’t appear in the menu.
- **Units Two-Three-Four:** Enter the above information for up to three more units such as jeep, trailer and booster. For Superload vehicle types only the **Additional Vehicle** button is available to enter up to five additional units.



## Entering a New Permit – continued

### 3.3 Dimensions tab-screen

Next you must enter the overall dimensions and gross vehicle weight. Click on the Dimensions tab to see the following screen:

The screenshot shows a web browser window titled "IBM WebSphere Portal - Microsoft Internet Explorer provided by MoDOT". The address bar shows a URL starting with "https://mcst.modot.mo.gov/portal/wps/myportal/". The browser has tabs for "HOME", "APPLICATIONS", "PAYMENT", "CUSTOMER", and "REPORTS". The "APPLICATIONS" tab is active, showing a "New Permit" form. The form has a sidebar with links: "New", "Recall", "Reports", "Search", "Worklist", "Vehicle Units", and "Help". The main form area has tabs for "Permit", "Vehicles", "Dimensions", and "Route". The "Dimensions" tab is selected. The form contains several sections: "Dimensions" with fields for Width (12 ft 0 in), Length (75 ft 0 in), Height (14 ft 0 in), and Trailer/Load Length (48 ft 0 in); "Overhang" with fields for Front (0 ft 0 in) and Rear (0 ft 0 in); "Deck Space" with fields for Used/Unused space for Front, Rear, and Well/Trailer; "Weight Information" with a "Legal Axle/Weight" radio button (set to Yes) and a "Number of Axles" field (set to 5); "Group Axle Weights" with fields for Steer, Trailer, Drive, and Booster; and "Axles" with a table for entering weight and spacing for 1 to 9 axles. A "GW: 50000 lbs" field is also present, with a black arrow pointing to it. At the bottom of the form are buttons for "First", "Previous", "Next", "Last", and "Clear".

- **Width:** overall width in feet and inches.
- **Length:** overall length (front bumper of the power unit to the end of the trailer or load) in feet and inches.
- **Height:** overall loaded height in feet and inches.
- **Trailer/Load Length:** length of the trailer with load together including overhang and unused deck space in feet and inches. If the Trailer & Load length exceeds 53' complete the next section otherwise go to the weight section.
- **Front and Rear Overhang:** in feet and inches.
- **Front and Rear Used and Unused Deck Space:** in feet and inches.
- **Well/Trailer Used and Unused Space:** in feet and inches.
- **Extended:** Use this selection to indicate if a trailer is extended.
- **Legal Axle Weight:** The default is Yes. You **MUST** enter the loaded gross vehicle weight and Number of Axles. If you click No, the Axle Weights fields must be entered.
- **Number of Axles:** The default is 5. Enter the total number of axles. The number of axles entered determines how many axle weight and spacing fields are made active.
- **Steer, Drive, Trailer, and Booster Group Axle Weights:** in lbs.
  - Use these fields for routine tractor-trailer configurations.
  - The vehicle's GVW will be totaled automatically, based on what you enter for each of the Axle Weights.
- **Axle Weights:** in lbs. Use these fields to enter individual axle weights for specialized equipment and superloads only.
- **Axle Spacing:** in feet and inches. Enter each individual spacing amount (feet-inch format) in the Spacing field beneath the Axle Weight fields.
  - If you have more than 9 axles, you can shuffle through the axles by clicking the "First," "Previous," "Next," and "Last" buttons. "First" will take you directly to Axle 1; "Last" will take you directly to the last axle.
  - The vehicle's total axle spacing will be totaled automatically based on what you enter.
  - Total spacing cannot exceed overall length.

## Entering a New Permit – continued

### 3.4 Route tab-screen

If you are applying for a Pre-Issue or Blanket other than a 30-day or longer combination vehicle, you do not need to click on the Route tab. However, if you are applying for a Single-trip, Superload, Multistate, Multi-stop, 30-Day, or Longer Combination Vehicle, you must fill out the route information. Clicking on the Route tab brings up the following screen:

The screenshot displays the 'New Permit' application interface. The 'Route' tab is active, showing fields for vehicle dimensions (Length, Height, Width, GVW), dates (Start, End), and a route table. The 'Status' field is set to 'N/A'. The 'Operation' section has radio buttons for 'Evaluate' and 'Generate', with 'Evaluate' selected. The 'Directions' field is empty. The browser address bar shows a URL from mcst.modot.mo.gov.

The following information will be populated with information previously entered from the Dimensions tab-screen:

- Overall Vehicle Length, Height, Width and GVW.
- Start and End dates for this application. The start date is the one you entered on the permit tab-screen.
- Operation (this is the result of route and location).

You must enter a Start and End and at least one (1) Via if the ending route is different from the start route.

**Route Start:** Enter the Interstate, US Route, MO Route or lettered route you are starting on. This will be validated by the system after it is entered. If the route number is not valid the following screen will appear:



Click on OK.

## Entering a New Permit – continued



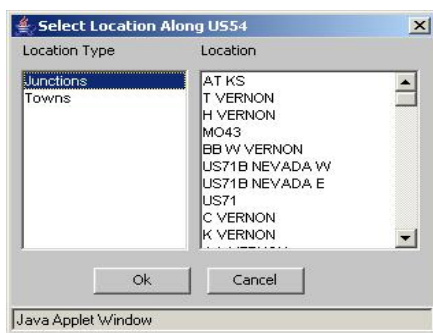
### 3.4 Route tab-screen - continued

When you enter an acceptable route and press tab, the system will either take you to the *Location* field or give you a pop up screen with a selection of routes to choose from. Following is an example for Rt 54.



Select the desired Rt and click OK. You will automatically be taken to the *Location* field. The *Dir* field will default to N or E. Confirm the direction you will be traveling. To change it, go back to the drop down menu and choose N S E or W.

**Location:** Click on Lookup for acceptable locations or type the next route you will be traveling on. You will get a pop up screen with allowable Junctions, Towns and or Points of Interest (exit numbers off an interstate). Following is examples of Junctions or Towns on Rt 54.

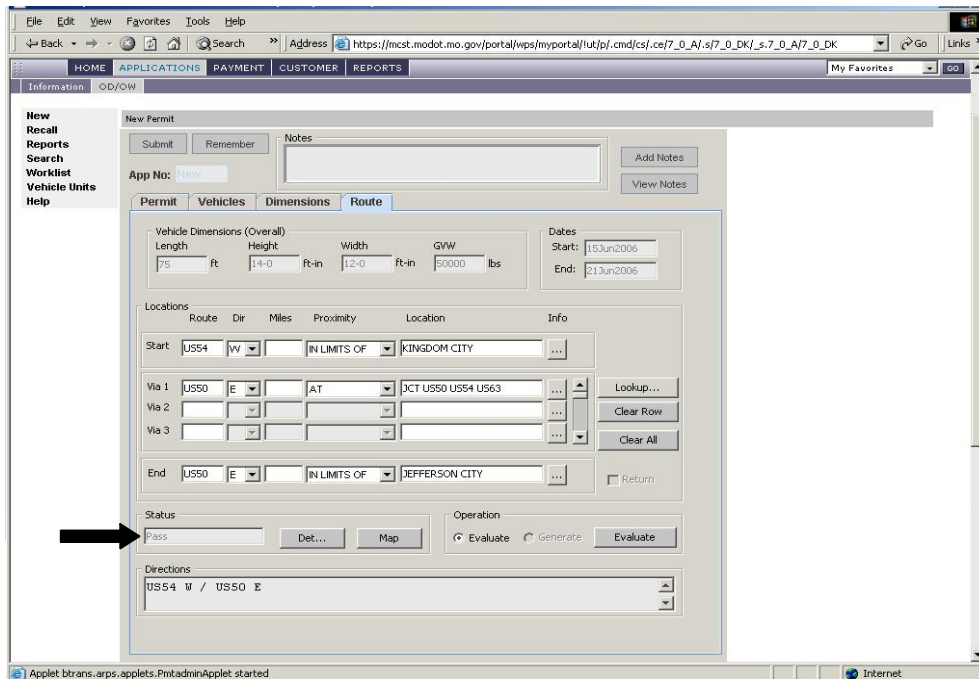


**Route Miles:** Enter the distance you are starting from the beginning Location, if applicable.

**Proximity:** Enter choice of Town, North of, South of, East of, West of or At.

**Via 1:** Enter a connecting route to Start Route. The system verifies a connecting route.

**End:** The system will auto populate the end route with the last Via. Select the end Location from the drop down list.



Click on *Evaluate*. If Route is acceptable, *Pass* or *Pass – Restriction* will populate in the *Status* field. If route is not acceptable, *Fail – Constraint* will populate. Following is an example:

### Entering a New Permit – continued

### 3.4 Route tab-screen - continued

The following route failed due to height restriction.

IBM WebSphere Portal - Microsoft Internet Explorer provided by MoDOT

Address: [https://mcs.modot.mo.gov/portal/wps/myportal/!ut/p/.cmd/cs/.ce/7\\_0\\_A/.s/7\\_0\\_DK/.s/7\\_0\\_A/7\\_0\\_DK](https://mcs.modot.mo.gov/portal/wps/myportal/!ut/p/.cmd/cs/.ce/7_0_A/.s/7_0_DK/.s/7_0_A/7_0_DK)

HOME APPLICATIONS PAYMENT CUSTOMER REPORTS

Information OD/OW

New Permit

Submit Remember Notes Add Notes View Notes

App No: New

Permit Vehicles Dimensions Route

Vehicle Dimensions (Overall)

Length	Height	Width	GVW
75 ft	14-2 ft-in	12-0 ft-in	50000 lbs

Dates Start: 15Jun2006 End: 21Jun2006

Locations

Route	Dir	Miles	Proximity	Location	Info
Start	US65 N	2.00	SOUTH OF	SEDALIA	...
Via 1	US50 E		AT	JCT US50 US65	...
Via 2					...
Via 3					...
End	US50 E		IN LIMITS OF	JEFFERSON CITY	...

Lookups... Clear Row Clear All Return

Status: Fail - Constraint Det... Map

Operation: Evaluate Generate Evaluate

Directions: US65 N / US50 E

Click on *Det.* The following screen will appear to list the constraints for the requested route.

Routing Results

Application ID: Via Internet Routing Status: Fail - Constraint

Request Type: Evaluate Path Complete?: Yes

Distance (mi): 70.90

Directions

Start at 3.00 MI. S OF SEDALIA

Proceed North on US65 5.26 mi. to JCT US50 US65

Proceed East on US50 65.65 mi. to IN LIMITS OF JEFFERSON CITY (Constraint failure - see co)

Restrictions Instructions Constraints Messages

US50 E Max. Height 13-9 between <JCT US50 US65> and <JCT US50 U BENTON>

US50 E Max. Height 14-0 between <JCT US50 M MORGAN> and <JCT US50 TT PETTIS>

Details Cancel

Java Applet Window

Note the status, path and distance

You cannot submit the application before you enter an acceptable route. Refer to a Missouri State Map to route around the listed restriction(s). (You may request a map by calling 866-831-6277 or on the web site [www.modot.org](http://www.modot.org)). Following is the acceptable route:

## Entering a New Permit – continued

### 3.4 Route tab-screen - continued

IBM WebSphere Portal - Microsoft Internet Explorer provided by MoDOT

File Edit View Favorites Tools Help

Back Forward Stop Search Address https://mcsd.modot.mo.gov/portal/wps/myportal/!ut/p/.cmd/cs/.ce/7\_0\_A/-s/7\_0\_DK/-s/7\_0\_A/7\_0\_DK

HOME APPLICATIONS PAYMENT CUSTOMER REPORTS My Favorites GO

Information OD/OW

New Permit

Submit Remember Notes Add Notes View Notes

App No: New

Permit Vehicles Dimensions Route

Vehicle Dimensions (Overall)

Length	75 ft	Height	14-2 ft-in	Width	12-0 ft-in	GVW	40000 lbs
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Dates

Start:	15Jun2006
End:	21Jun2006

Locations

Route	Dir	Miles	Proximity	Location	Info
Start	US65	N	2.00	SOUTH OF	SEDALIA
Via 1	PETTIS	E		AT	JCT US65 H HH PETTIS
Via 2	MO135	S		AT	JCT MO135 HH PETTIS
Via 3	US50	E		AT	JCT US50 MO135 W
End	US50	E		IN LIMITS OF	JEFFERSON CITY

Lookups... Clear Row Clear All

Return

Status Pass Det... Map

Operation Evaluate Generate Evaluate

Directions

US65 N / HH PETTIS E / MO135 S / US50 E

Applet btrans.arpn.applets.PmtadminApplet started

Internet

Note the status is now *Pass*. By clicking on the *Map* button, you will view the detailed route.

IBM WebSphere Portal - Microsoft Internet Explorer provided by MoDOT

File Edit View Favorites Tools Help

Summary

Status	Pass
Request Type	Evaluate
Origin	3.00 MI. S OF SEDALIA
Destination	IN LIMITS OF JEFFERSON CITY
Distance	113.90 miles
Restrictions	No Restrictions

Directions

Route	Dir.	Miles	Location	Comment
~			3.00 MI. S OF SEDALIA	
US65	N	8.55	JCT US65 H HH PETTIS	
HH PETTIS	E	9.52	JCT MO135 HH PETTIS	
MO135	S	42.26	JCT US50 MO135 E	
US50	E	53.57	IN LIMITS OF JEFFERSON CITY	

Path

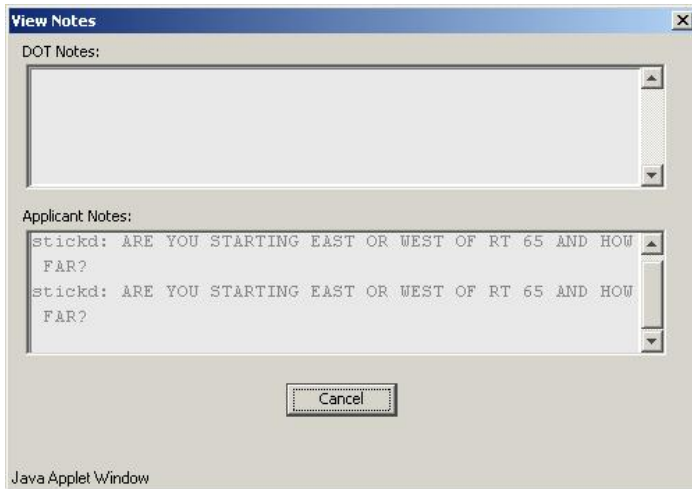
Done

Internet

## Entering a New Permit – continued

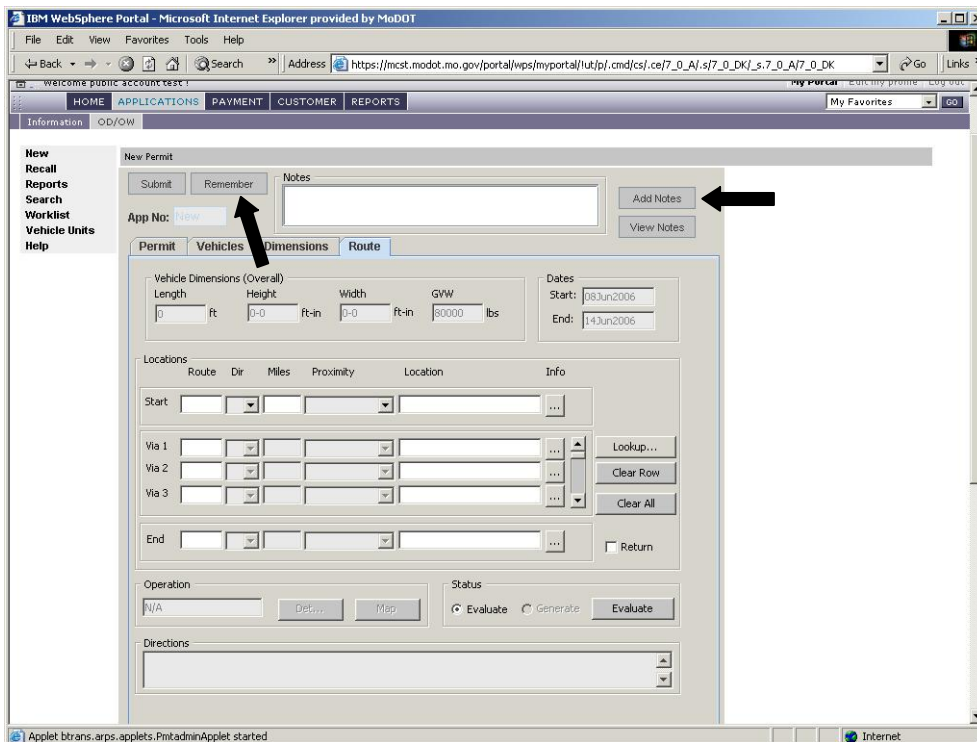
### 3.5 Entering notes

Once you have entered all the necessary information if you need to add notes to this application, click the Add Notes button.



The 'View Notes' dialog box is shown. It has a title bar 'View Notes' with a close button. Inside, there are two text areas: 'DOT Notes:' which is empty, and 'Applicant Notes:' which contains the text 'stickd: ARE YOU STARTING EAST OR WEST OF RT 65 AND HOW FAR?' repeated twice. At the bottom is a 'Cancel' button. The text 'Java Applet Window' is visible at the very bottom.

The Notes section will become enabled. The Notes field is fully editable. Enter any additional information that needs to be part of this application. You can type in a maximum of 1,024 characters. Longer entries will be cut off when you leave the tab-screen. The State users will also use this screen to communicate with the industry users when the application is put on hold, for the industry user to update. To view notes, click "View Notes." The DOT notes are state users only.



The 'New Permit' application screen is shown in a web browser. The browser title is 'IBM WebSphere Portal - Microsoft Internet Explorer provided by MoDOT'. The address bar shows a URL from 'https://mcsd.modot.mo.gov'. The application has a navigation bar with 'HOME', 'APPLICATIONS', 'PAYMENT', 'CUSTOMER', and 'REPORTS'. On the left is a sidebar with links like 'New', 'Recall', 'Reports', etc. The main form has tabs for 'Permit', 'Vehicles', 'Dimensions', and 'Route'. The 'Permit' tab is active. It contains fields for 'App No:' (with a dropdown), 'Submit', 'Remember', and 'Notes' (a large text area). To the right of the 'Notes' area are 'Add Notes' and 'View Notes' buttons, with an arrow pointing to 'Add Notes'. Below these are sections for 'Vehicle Dimensions (Overall)' (Length, Height, Width, GVW), 'Dates' (Start, End), 'Locations' (Start, Via 1, Via 2, Via 3, End), 'Operation' (N/A, Delay, Map), and 'Status' (Evaluate, Generate, Evaluate). At the bottom is a 'Directions' text area. The status bar at the bottom says 'Applet btrans.arps.applets.PnitadminApplet started'.

Click on **Remember** to save your data. If you have to leave your computer, you can click on **Recall** to access the saved application.

## Entering a New Permit – continued

### 3.6 Submit

To submit an application for processing, click Submit.

The screenshot shows the 'State of Missouri Motor Carrier Services' web application. The 'Submit' button is highlighted with a black arrow. The application form shows 'App No: 1054289' and a 'Notes' field containing 'THIS IS A SAMPLE'. The 'Route' tab is selected, showing route designations and a route from 'CHILLICOTHE' to '3 MILES NORTH OF JCT 36 & 63 ON RT 63 (MACON CO)'. The 'Directions' field shows '36 - 63'.

If the application has errors or is incomplete, the following screen appears:

The 'Evaluation Screen' displays the following information:

- Final Status:** Width, Height, Weight, Length, Permit Fee.
- Application cannot be processed because:**
  - \*\*\*\*\* Permittee Page \*\*\*\*\*
  - Payment Type: This is a required field.
  - Invalid payment type.
  - Permittee: This is a required field.
  - Address: This is a required field.
  - City: This is a required field.
  - Zip: This is a required field.
  - Permittee Phone: This is a required field.

Buttons: OK, Cancel

Java Applet Window

Review the errors, click on **Cancel** to return to the application to make the needed corrections.

If the application is submitted with no errors, the following screen appears:

The 'Confirmation' dialog box asks: 'Are you sure you want to submit this application'. The 'OK' button is highlighted.

Buttons: OK, Cancel

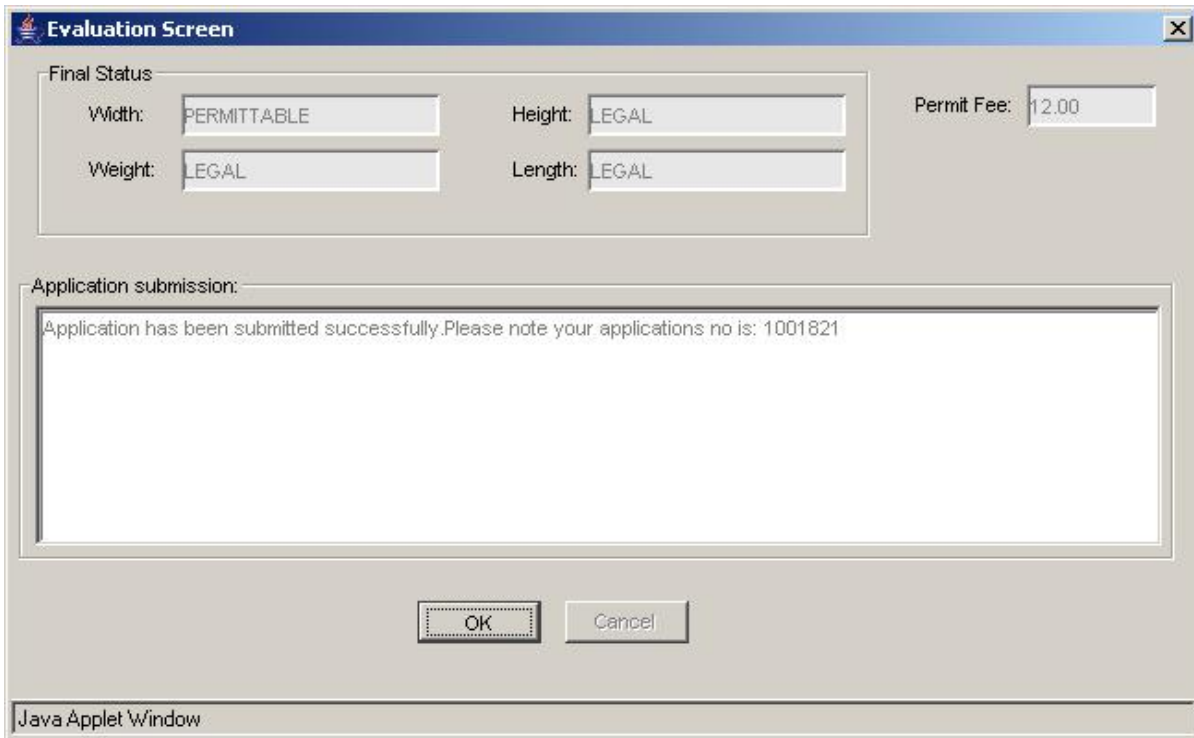
Java Applet Window

If you are ready to submit the application to Motor Carrier Services click on **OK**, or click on **Cancel** to return to the application.

## Entering a New Permit – continued

### 3.6 Submit - continued

If you selected OK, the following screen will appear. Write down the application number for future reference.



The image shows a Java Applet Window titled "Evaluation Screen". It contains a "Final Status" section with four input fields: "Width:" (PERMITTABLE), "Height:" (LEGAL), "Weight:" (LEGAL), and "Length:" (LEGAL). To the right of these is a "Permit Fee:" field with the value 12.00. Below this is an "Application submission:" section with a large text area containing the message: "Application has been submitted successfully. Please note your applications no is: 1001821". At the bottom are "OK" and "Cancel" buttons. The status bar at the bottom left reads "Java Applet Window".

Final Status			
Width:	PERMITTABLE	Height:	LEGAL
Weight:	LEGAL	Length:	LEGAL

Permit Fee: 12.00

Application submission:

Application has been submitted successfully. Please note your applications no is: 1001821

OK Cancel

Java Applet Window



## 4.0 Using Remember and Recall

If you need to leave your computer, you may click on **Remember** to save the information you have already entered.

The screenshot shows a web browser window displaying the 'State of Missouri Motor Carrier Services' portal. The browser's address bar shows 'Welcome MoDOT!'. The page has a navigation menu with links: HOME, APPLICATIONS, PAYMENT, CUSTOMER, and REPORTS. Below this is a sub-menu with Information, OD/OW, and a 'Return to Search Results List' link. The main content area is titled 'Existing Permit' and contains a form with various fields. A black arrow points to the 'Remember' button, which is located next to the 'Submit' button. The form fields include: Permit Type (Single Trip), Number (0), Start (04/03/06), Expires (04/09/06), Payment Type (Escrow Account), Account (000019747901), Acct Name (MISSOURI DEPARTMENT OF TRANSPORTA), Balance, Permittee (USDOT# 1124373, Permittee MISSOURI DEPARTMENT OF TRANSPORTATION), Address (2217 ST MARYS BLVD), City (JEFFERSON CITY), State (MO), Zip (65109), Phone (573)751-7100, and Ordered By (DIANA). There is also a 'Delivery Information' section with fields for Deliver By (Fax), Deliver No, and Email (DIANA.STICKLER@MODOT.MO.GOV). The bottom of the browser window shows the status bar with 'Applet btrans.arps.applets.PmtadminApplet started' and 'Internet'.

When you click on **Remember**, the following screen will appear:



To retrieve the application Click on **Recall** when you return.

## 5.0 Worklist

When you click on OD/OW or if you accessed another menu and click on **Worklist**, you will see the status of any permits submitted but not issued.

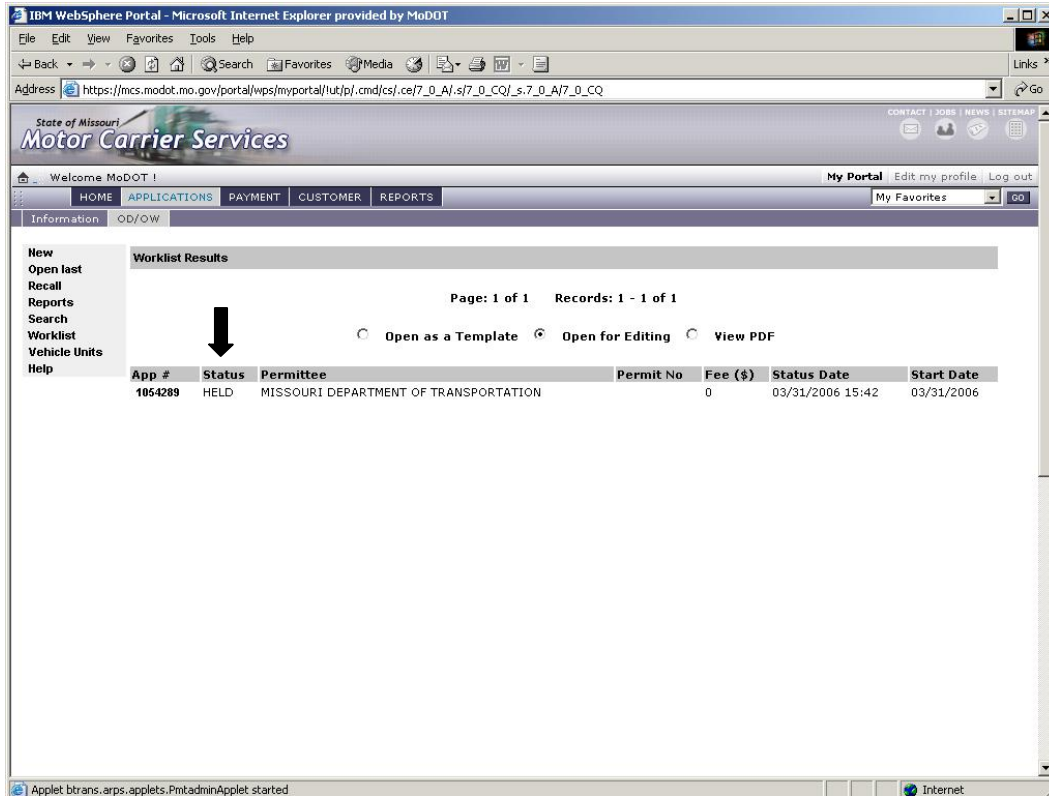
The screenshot displays the MoDOT Motor Carrier Services (MCS) application interface. The left sidebar menu includes links for New, Open last, Recall, Reports, Search, Worklist, Vehicle Units, and Help. A black arrow points to the 'Worklist' link. The main content area shows 'Worklist Results' for the 'OD/OW' section. It indicates 'Page: 1 of 1' and 'Records: 1 - 1 of 1'. Below this, there are radio buttons for 'Open as a Template', 'Open for Editing' (which is selected), and 'View PDF'. A table lists the application details:

App #	Status	Permittee	Permit No	Fee (\$)	Status Date	Start Date
1054289	PENDING	MISSOURI DEPARTMENT OF TRANSPORTATION	0		04/03/2006 12:04	04/03/2006

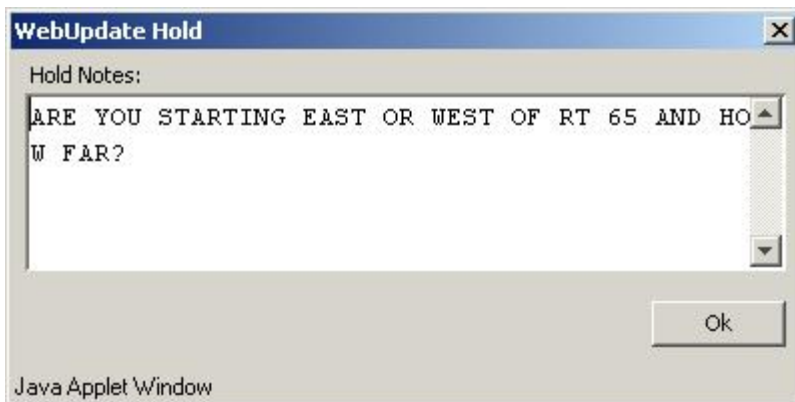
If the status is **Pending**, the application is in the worklist at MoDOT MCS. It will be processed in the order it was received.

## 5.0 Worklist - continued

If an application is in Held status, MoDOT MCS has returned it back to you with a question.



Click on the application number and the following screen will appear with the reason the application was sent back.



Click on **OK**. This will take you back to the application to make corrections. After you have made the necessary corrections, click on **Submit** to send the application back to MoDOT MCS.

## 6.0 Using Search

When you need to look up information on submitted applications or existing permits, click **Search** on the left of the screen. The following screen appears:

The screenshot shows a web browser window titled "IBM WebSphere Portal - Microsoft Internet Explorer provided by MoDOT". The page header includes "State of Missouri Motor Carrier Services" and navigation links like "CONTACT", "JOBS", "NEWS", and "SITEMAP". A "Welcome MoDOT!" message is displayed. The main navigation bar has tabs for "HOME", "APPLICATIONS", "PAYMENT", "CUSTOMER", and "REPORTS". The "APPLICATIONS" tab is selected, and the "Search for Applications" section is active. On the left, a sidebar menu lists options: "New", "Open last", "Recall", "Reports", "Search" (highlighted with a black arrow), "Worklist", "Vehicle Units", and "Help". The "Search for Applications" section contains instructions: "Check the status of submitted applications, view data on existing permits, or copy existing permits then submit them as a new application for processing." It lists two search methods: 1. Search by number, with a text input field and "Copy New" and "Search" buttons; 2. Search by permit type, application status and dates, or permittee name, etc. This section includes dropdown menus for "Permit Type" (set to "SINGLE TRIP") and "Status" (set to "ALL"), date pickers for "Status dates (mm/dd/yyyy)" (03/20/2006 to 04/04/2006), and text input fields for "Permittee Name", "MCS Account No." (19747), "Power Unit License", "Trailer License", and "USDOT". At the bottom, there are radio buttons for "10 records per page" (selected) and "All records in one page", followed by a "Search" button.

As you can see, you can search for your information in any of several ways:

### 1. Search by Number, by Application/Permit Number

- Click the “Search” button to search by application or permit number. You will only bring up information on the specific item you seek.
- Click the “Copy New” button to open the searched item as a template.

### 2. Search by Permit Type or Application Details

This powerful search process allows you to choose multiple criteria in order to bring up a range of applications or permits to view.

Choose at least one of the following criteria to search on:

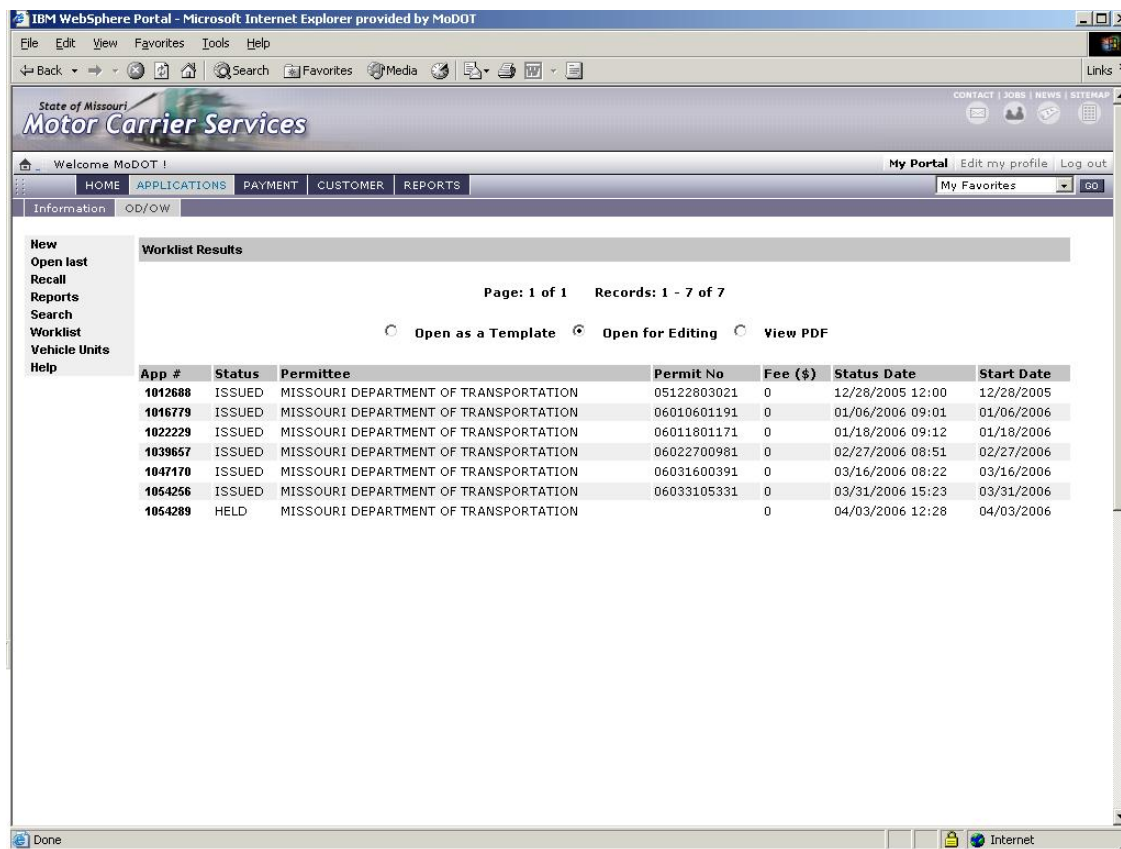
- **Permit Type:** Single Trip, Blanket, Superload, Pre-Issue, Multi-State, 30-Day Blanket, House Move, or Multi Stop.
  - Default is Single Trip.
- **Status:** From ALL to PREISSUED.
- **Dates:** This is a range for the dates that the permits start. Enter the date in the form mm/dd/yyyy.
- **Permittee Name:** This is the name the permit was issued to. (Note: Your search will only produce results for permits in your account.)
- **MCS Account No.** This field already has your account number in it and cannot be changed.
- **Power Unit License**
- **Trailer Unit License**
- **USDOT**

You can also choose to display a set number of records per page or all records on the same page.

- The “Search” button only works for this search process, and will not search for and open a permit or application that had been sought by number.

## 6.0 Using Search – continued

The Application Search Results screen comes up:



Open an application by clicking on the Application number for the desired record. Note that your choice of radio buttons at the top of the screen will determine how the record is opened. (See the Main Screen section for a discussion of what the radio buttons do.)

1. **Open as a Template.** Selecting this option allows you to create a new record with the same information in it as the selected record. This function is useful to speed up the processing of multiple permits from the same Carrier. The new record will open, allowing you to change or add pertinent information (usually vehicle or load) without having to retype the Carrier's basic information.
2. **Open for Editing.** Selecting this option allows you to open an **unprocessed** application to edit it.
3. **View PDF.** Selecting this option allows you to open an issued application or permit to view or print it, but not to edit it.

**To browse through the records if there is more than one page of them:**

- Click "Next Page" to see the next page of records.
- Click "Previous Page" to see the previous page of records.
- Click "First Page" to go to the first page of records.
- Click "Last Page" to go to the very last page of records.
- Click the page number beneath the buttons to go directly to a particular page.

## 7.0 Vehicle Units

When you click on ***Vehicle Units***, the following screen appears. From this screen you can search for, add, edit, and delete vehicle unit information associated with your fleet. The data you add here will populate the Vehicles tab-screen when you enter a saved vehicle unit's license number in a permit application. (**Note:** This functionality does not work for Permit Service users. Adding a vehicle unit will simply add a vehicle to the Permit Service fleet which is non-existent. To add a vehicle, use the Entering New Application).

The screenshot shows a web browser window titled "IBM WebSphere Portal - Microsoft Internet Explorer provided by MoDOT". The page header includes the "State of Missouri Motor Carrier Services" logo and navigation links like "HOME", "APPLICATIONS", "PAYMENT", "CUSTOMER", and "REPORTS". A left sidebar contains a menu with options: "New", "Open last", "Recall", "Reports", "Search", "Worklist", "Vehicle Units", and "Help". The main content area is titled "ODOV Vehicle Units" and contains a search form with fields for "MCS ID:" (with the value "19747") and "License:". Below these fields are "Search" and "Add New" buttons.

To add a new vehicle unit, click “Add New.”

The screenshot shows the "Add a new ODOV Vehicle Unit" form. The "Carrier MCS ID:" field is pre-filled with "19747". Other fields include "License:", "State:" (a drop-down menu with "MO" selected), "Type:" (a drop-down menu), "Make:" (a drop-down menu), "Model Year:", and "VIN:". An "Add" button is located at the bottom of the form.

The Carrier MCS ID is already entered for you and cannot be changed. The information you need to enter is:

- **License number**
- **State** (drop-down menu): The State field defaults to MO. Be sure to choose the correct state that the vehicle is licensed in.
- **Type**: Select from the drop-down menu to the right of the field.
- **Make**: You can choose a vehicle make from the drop-down menu to the right of the field, or enter one yourself in the empty text field next to “Make.”
- **Model Year**: Enter a 4-digit year (e.g., 1999, 2005).
- **VIN**

When you have entered all information, click “Add.” A message will appear at the top of the screen that says the record has been added. To view the results, perform a new search.



## 7.0 Vehicle Units - continued

You can search by license number or click on search to display all your vehicles that have been saved. The MCS ID defaults to your Account number.

IBM WebSphere Portal - Microsoft Internet Explorer provided by MoDOT

State of Missouri  
**Motor Carrier Services**

Welcome MoDOT! My Portal Edit my profile Log out

HOME APPLICATIONS PAYMENT CUSTOMER REPORTS

Information OD/OW

New  
Open last  
Recall  
Reports  
Search  
Worklist  
Vehicle Units  
Help

ODOW Vehicle Units

MCS ID: 19747  
License:

You have 16 vehicle unit(s) listed as per our records:  
(Click on the license number to modify/delete your vehicle information)

License	State	Type	Make	Year	VIN
100125MOFFICIAL	MO	SELFPROP VEHICLE	FORD	2001	1FDXE45F51HB22694
100643M	GOV	TRUCK-TRACTOR	INTERNATIONAL	1997	1HSHGAER8VH456596
101434M	MO	TRUCK	INTERNATIONAL	1996	1HTSDAAN9TH280233
102039	MO	TRUCK-TRACTOR	IHC	2002	1HTSDAAR02H523879
102039MGOV	MO	TRUCK	IHC	2002	1HTSDAAR02H523879
102737M	GOV	TRUCK-TRACTOR	FORD	1992	1FD4W90R6NUA15256
102952M	MO	TRUCK	INTERNATIONAL	1997	1HTSDAAN9VH421479
104209M	MO	TRUCK-TRACTOR	FORD	1998	1FDXK84A93VA35727
104406	GOV	TRUCK	INTERNATIONAL	1999	1HTSHADT5XH617677
104672MOFFICIAL	GOV	TRUCK-TRACTOR	INTERNATIONAL	1999	1H5GLAER3XH668753
104775	MO	TRUCK	INTERNATIONAL	2001	1HT3DAARX1H246320
190260	GOV	TRAILER	TRAIL-EZE	1997	1DA12TSNV0012796
190261GOV	MO	FLAT BED TRLR	TRAIL-EZE	1997	1DA12TSNV0P012809
190283	MO	SINGLE DROP TRLR	TOWMASTER	1997	4KNFZ1923VL160476
190502M	MO	SINGLE DROP TRLR	TRAIL-EZE	2003	1DAR300764ND16561
G6310	MO	TRAILER	TRAIL-EZE	1997	1DA12TSNV0P012809

You can continue to search and generate new lists, or you can click on the license number of a record to view or modify it. If you search by license, only the vehicle unit that matches the license number will be returned. The retrieval screen looks like this:

IBM WebSphere Portal - Microsoft Internet Explorer provided by MoDOT

State of Missouri  
**Motor Carrier Services**

Welcome MoDOT! My Portal Edit my profile Log out

HOME APPLICATIONS PAYMENT CUSTOMER REPORTS

Information OD/OW

New  
Open last  
Recall  
Reports  
Search  
Worklist  
Vehicle Units  
Help

Modify/Delete ODOW Vehicle Unit

Carrier MCS ID: 19747

License: 100643M

State: AB

Type: TRUCK-TRACTOR

Make: INTERNATIONAL

Model Year: 1997

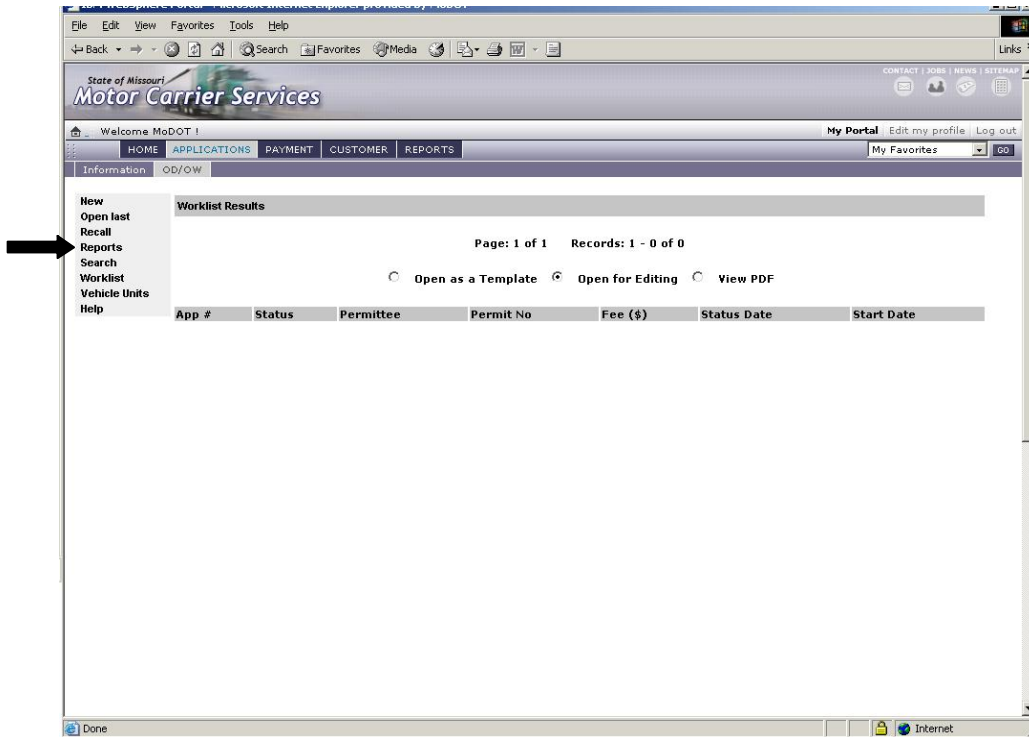
VIN: 1HSHGAER8VH456596

All of the fields can be changed. As per the Vehicles tab-screen, you can choose a vehicle's Type and Make from the drop-down menus. Type must be selected from the drop down menu. You may select the Make from the drop down menu or type it in if it does not appear in the list. When you're satisfied with the information you have added, click "Modify" to save your changes.

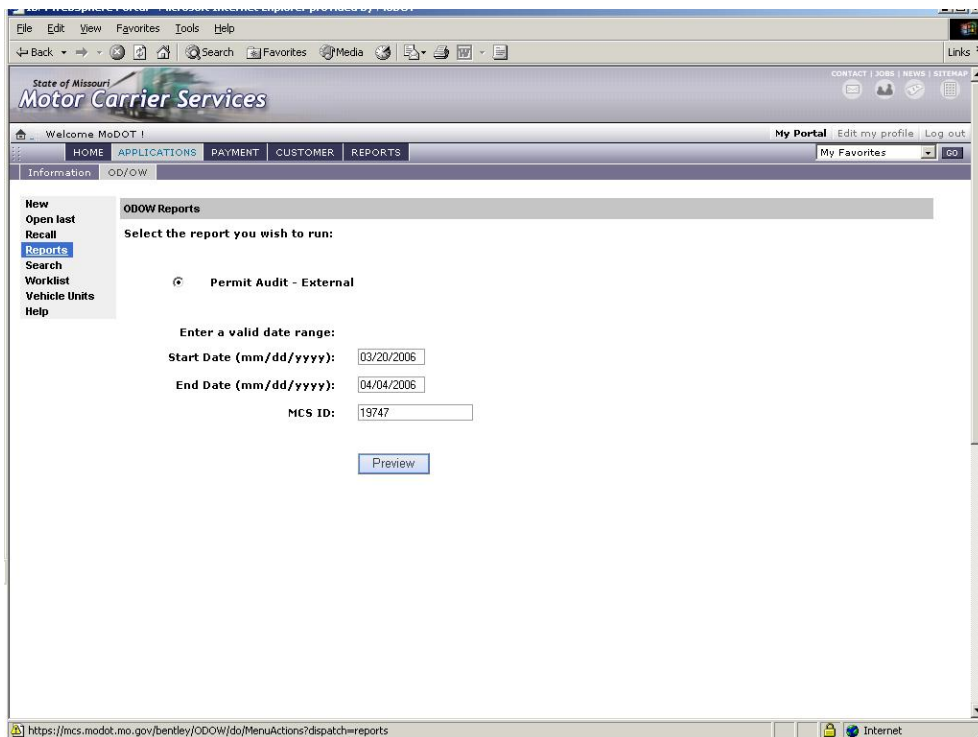
To delete a vehicle unit, click "Delete."

## 8.0 Reports

The Reports menu allows you to see all applications issued during a specific date range.



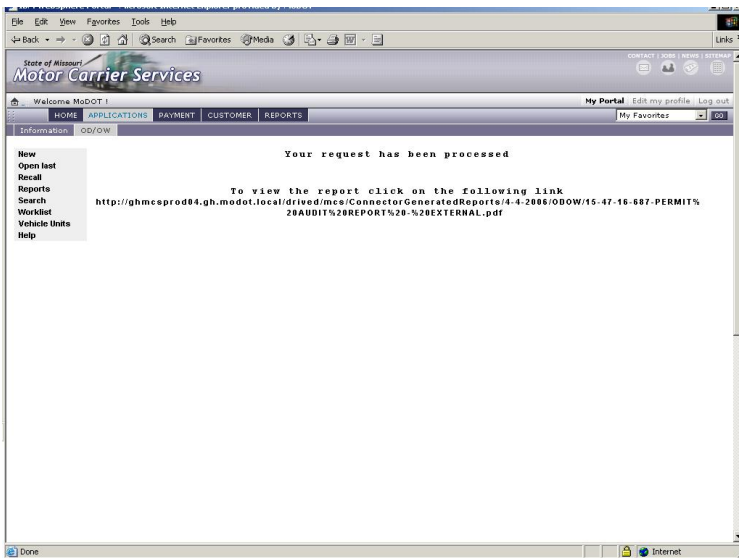
When you click on **Reports** the following screen appears:



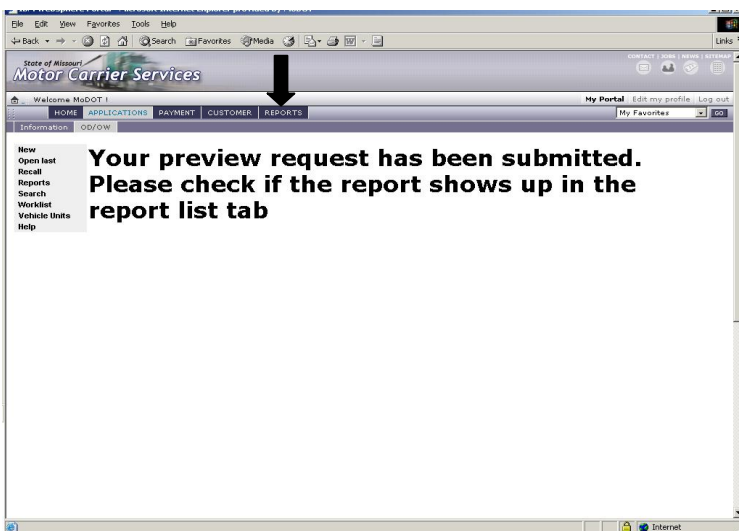
Enter the start and end date in mm/dd/yyyy format. Click on **Preview**.

## 8.0 Reports - continued

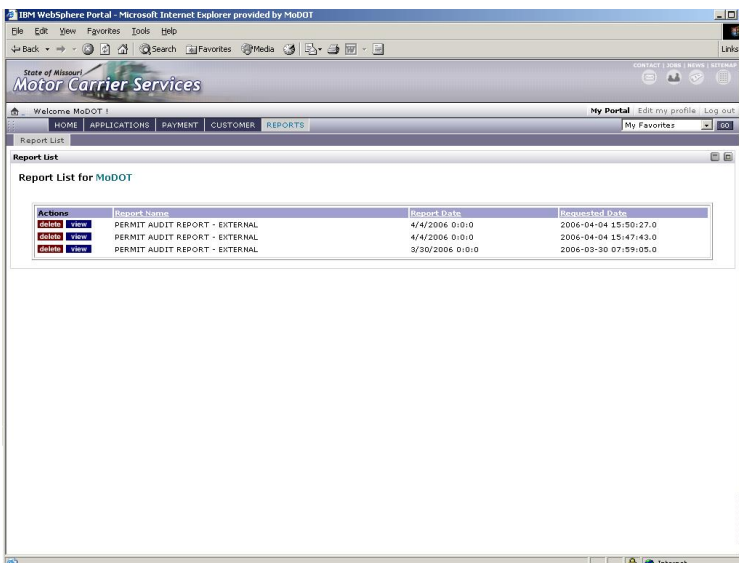
One of the two following screens will appear. If the following screen appears, click on the link provided.



If the following screen appears, click on **Reports** at the top of the screen.



Click on **view**, to see the results or **delete**, to delete the requested report.



## 8.0 Reports - continued

When you click on *view*, the following screen appears:

Missouri Department of Transportation  
Permit Audit Report - External  
Permit Covered: 1/1/06 to 4/4/06

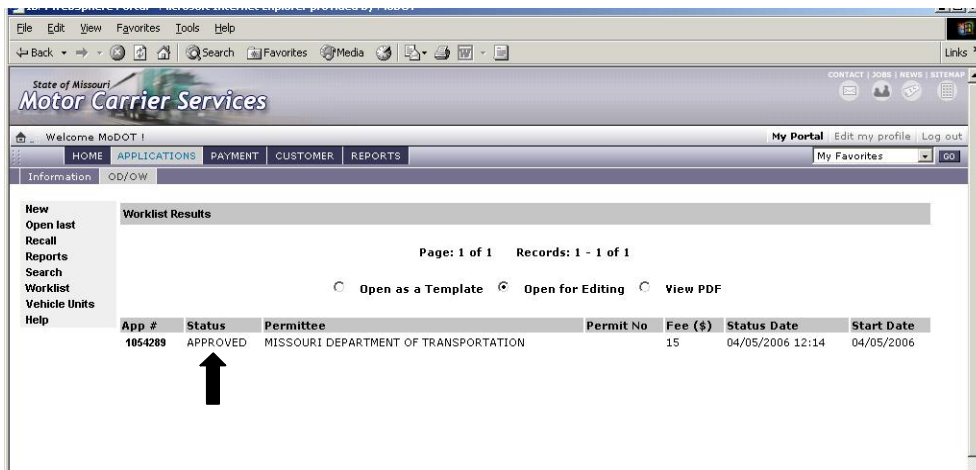
Permit ID	Permittee	Address	Account Number	Fee	Payment Type	Date Issued
06010504681	MISSOURI DEPARTMENT OF TRANSPORTATION	1511 MISSOURI BLVD	19747	\$0.00	Exempt	1/5/06
06010601191	MISSOURI DEPARTMENT OF TRANSPORTATION	1711 SOUTH ROUTE 61	19747	\$0.00	Exempt	1/6/06
06011301911	MISSOURI DEPARTMENT OF TRANSPORTATION	1511 MISSOURI BLVD	19747	\$0.00	Exempt	1/13/06
06011801171	MISSOURI DEPARTMENT OF TRANSPORTATION	1511 MISSOURI BLVD	19747	\$0.00	Exempt	1/18/06
06022404251	MISSOURI DEPARTMENT OF TRANSPORTATION	1511 MISSOURI BLVD	19747	\$0.00	Exempt	2/24/06
06022700981	MISSOURI DEPARTMENT OF TRANSPORTATION	3901 E 32ND	19747	\$0.00	Exempt	2/27/06
06031600391	MISSOURI DEPARTMENT OF TRANSPORTATION	3901 E 32ND	19747	\$0.00	Exempt	3/16/06
06033105331	MISSOURI DEPARTMENT OF TRANSPORTATION	JCT OF 11 & 36	19747	\$0.00	Exempt	3/31/06
TOTAL FEES				\$0.00		

Note: Void Permits do not account towards the Total Fees

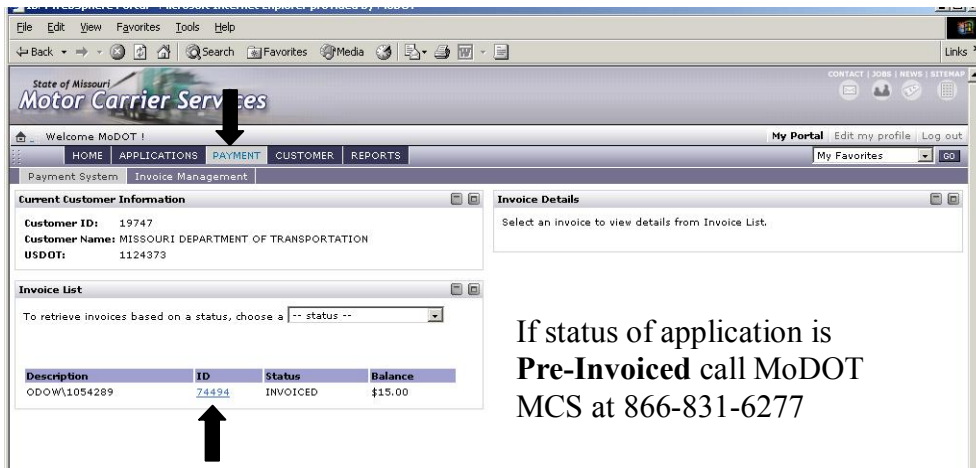
Note at the bottom of the screen how many pages there are to this report.

## 9.0 Payments

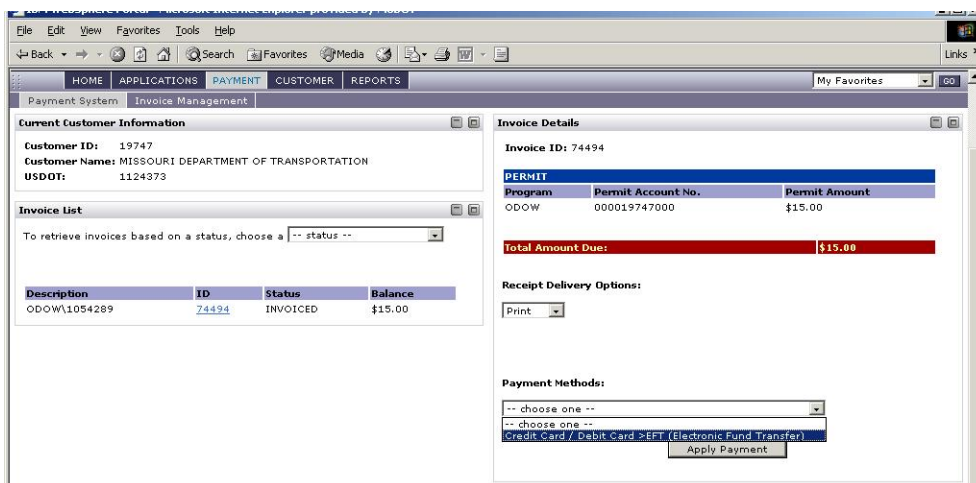
If you select credit card as the payment type, you may enter your credit card information when the status of the application is **Approved**. You will need to check the **Worklist** to verify the status of application.



When the status of the applications is approved, click on **Payment** at the top of the screen.



Click on the ID number that corresponds to the application you submitted. The following screen will appear:



Click on the **choose one** drop down menu and select **credit card/debit card**. Enter your credit card information and click on **Apply Payment**. When your payment is accepted, the permit will be delivered to you in the manner you requested.

## 10.0 Pre-Issue Blank Forms

- **Permit Type:** (drop-down menu): Select Pre-Issue
- **Number:** The number of pre-issued permits desired. This field is enabled for Pre-Issue type permits only.
- **Start:** Default is today's date. The date the permit becomes effective will change when you want to activate this Pre-Issue.
- **Payment Type** (drop-down menu): Choices can be Escrow Account, Cash, Check/MO, Credit Card, Pre-Issued, and Exempt. Some of these choices may not be available to you depending on your user group. We accept MasterCard, Discover and American Express.
- **Account ID:** The ID of the escrow account for transactions associated with the permit is displayed (auto-populated.)
- **Acct Name:** The name associated with the account.
- **Balance:** Account balance (Click button to refresh to the current account balance.)
- **USDOT#:** Entering the USDOT# will fill in many of the fields on the screen if the Permittee is already in the system.
- **Permittee:** You can fill in the Permittee name by searching for it. ALWAYS REQUIRED.
- **Address:** This will auto-populate. If more than one address has been entered in the database, you may select a different one by clicking on address.
- **City, State, Zip, Phone:** Include your area code with your phone number.
- **Ordered By:** The name of the person requesting permit.
- **Deliver By:** (drop-down menu): Select Fax or Email in order for you to receive the blank form.
- **Deliver No:** The number associated with the delivery method (e.g., fax number). Include your area code.
- **Email:** The system will check the address entered to make sure it contains a period and an @.
- **Contacts:** Click to display available contact information.

All other tab-screens will remain blank. A blank application will be delivered to you in the manner you request for future activation. You may call, when ready to activate the Pre-Issue application to obtain a permit.

Click on **Submit**. The following screen will appear:

Click on **OK** or cancel to go back to the application

When you click on **OK**, the following screens appears:

Record the Application Number(s) for future activation.



## 11.0 Single Trip Sample



Missouri Department of Transportation  
Motor Carrier Services  
Overdimension / Overweight Permit # 06033105331  
Valid From: 3/31/06 to 4/6/06

Permit Number

Issued to:  
MISSOURI DEPARTMENT OF TRANSPORTATION  
JCT OF 11 & 36  
BROOKFIELD, MO 64628

USDOT: 1124373  
Sent By: Fax  
State Fee: \$0 - All Fees Pre-Paid

Pursuant to authority granted under Section 304.200 and as amended, permission is hereby granted for movement on MODOT Permit # 06033105331 subject to compliance with the MODOT Overdimension & Overweight Permit Regulations under the terms, conditions, and restrictions listed in 7 CSR 10-25.020 and as follows:

Load: CONSTRUCTION EQUIPMENT - CHIP SPREADER S/N: G8771 ETNYRE  
Power Unit: TRUCK-TRACTOR MAKE: INTERNATIONAL LIC: 180643M(GOV) VIN: 1HSHGAER8VH456596  
Trailer # 1: SINGLE DROP TRLR MAKE: TRAILERZE LIC: 190502M(GOV) VIN: 1DAR300764ND16561  
Overall Dimensions - Length: 69'0" Width: 13'7" Height: 10'0" GVW: 0 lbs Axle Spacing: 0'0"  
Load Dimensions - Length: 20'0" Width: 13'7" Height: 8'0" Trailer/Load Length: 51'0"

Overhang Front: 0'0"

Overhang Rear: 0'0"

Used Deck Space - Front: 0'0"

Used Deck Space - Rear: 0'0"

Used Well/Tyre Space: 0'0"

Unused Deck Space - Front: 0'0"

Unused Deck Space - Rear: 0'0"

Unused Well/Tyre Space: 0'0"

FROM: CHILLICOTHE TO: 3 MILES NORTH OF JCT 63 & 36 ON RT 63 (MACON CO)

Via Highways and (Routes other than MO, US or Interstate require local permits):  
36 - 63

Subject to adverse road and weather conditions. No movement authorized if roads are slippery due to ice, snow, or rain, or visibility is less than 1/4 mile. REAR VISIBILITY REQUIRED.

### Special Restrictions

#### VALID FOR TRAVEL ON STATE MAINTAINED HIGHWAYS ONLY.

ONE ESCORT REQUIRED ON INTERSTATE AND DESIGNATED ROUTE SYSTEM. THIS ESCORT SHALL TRAVEL IN THE REAR ON DUAL-LANE, DIVIDED, OR MULTILANE PAVEMENT AND IN THE FRONT ON TWO (2) LANE PAVEMENT. TRAVEL ON OTHER ROUTES REQUIRES TWO (2) ESCORTS (ONE FRONT AND ONE REAR). NO MOVEMENT ALLOWED FROM 6:30 TO 9:00 AM OR 3:30 TO 6:00 PM ON ALL TWO-WAY TRAFFIC ROUTES, INCLUDING SINGLE- AND MULTI-LANE UNDIVIDED. OTHER RESTRICTIONS MAY APPLY.

FLUORESCENT RED OR ORANGE FLAGS AT LEAST EIGHTEEN INCHES (18) SQUARE REQUIRED AT EXTREME ENDS OR PROJECTIONS OF LOAD.

FLAGGING REQUIRED WHEN LOAD EQUALS OR EXCEEDS LANE WIDTH ON A TWO (2) LANE BRIDGE AND MAY REQUIRE STOPPING TRAFFIC OR WHEN MOVEMENT MAY CAUSE THE LOAD TO INFRINGE ON ONCOMING TRAFFIC LANE. DRIVER OF ESCORT VEHICLE MAY SERVE AS FLAGGER. TRAVEL ON INTERSTATE AND OTHER DIVIDED HIGHWAYS ALLOWED ONE-HALF (1/2) HOUR BEFORE SUNRISE UNTIL ONE-HALF (1/2) HOUR AFTER SUNSET, EXCEPT WHERE RESTRICTED IN TOURIST AND URBAN AREAS. NO MOVEMENT FROM 6:30 TO 9:00 AM AND 3:30 TO 6:00 PM ON ALL OTHER ROUTES.

OVERSIZE LOAD SIGNS MUST BE DISPLAYED ON THE FRONT AND REAR OF LOAD

## 11.0 Single Trip Sample - continued



Missouri Department of Transportation  
Motor Carrier Services  
Overdimension / Overweight Permit # 06033105331  
Valid From: 3/31/06 to 4/6/06

Permittee agrees to indemnify and hold harmless the State of Missouri, the Missouri Department of Transportation, its officers and employees, appointed officials and all members of the Missouri Highway & Transportation Commission from all suits, actions, or claims of any character whatsoever brought because of any injuries or damage received by any person, persons, or property arising from the issuance or use of this permit. The Permittee agrees that all dimensions and weights shown are correct and accepts full responsibility for any damage to the roadway and/or structures. The Permittee also agrees to assume full responsibility for knowledge of all rules and regulations and state statutes which may apply.

Issued By:  
MMDOT MCS, OD/OW Permit Section  
1520 Creek Trail Drive  
Jefferson City, MO 65109  
Phone: 573.751.2871/800.877.8499

A handwritten signature in cursive script, reading "E. J. Juby".

Director of Motor Carrier Services

Issued: Mar 31, 2006 3:23:08 PM

stickid 1054256

↑  
**Application Number**

## 12.0 Pre-Issue Sample



### Missouri Department of Transportation

#### Motor Carrier Services Special Overdimension Permit

Effective From: \_\_\_\_\_ to: \_\_\_\_\_  
Pre-issued Form No: 1030859 Permit No: \_\_\_\_\_

Application Number

Issued To:  
MISSOURI DEPARTMENT OF TRANSPORTATION  
1511 MISSOURI BLVD  
JEFFERSON CITY, MO 65101-0000

USDOT: 1124373  
Fee: \$15.00

Pursuant to authority granted under Section 304.200 and as amended, permission is hereby granted for movement subject to compliance with the MODOT Overdimension & Overweight Permit Regulations. Under the terms, conditions, and restrictions listed on the current MODOT form 7-CSR 10-2.010 and as follows.

Load: \_\_\_\_\_  
Power Unit: \_\_\_\_\_ Lic: \_\_\_\_\_ VIN: \_\_\_\_\_  
Trailer: \_\_\_\_\_ Lic: \_\_\_\_\_ VIN: \_\_\_\_\_  
Overall Dimensions - Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_  
Load Dimensions - Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Trailer Load/Length Length: \_\_\_\_\_  
Overhang- Front: \_\_\_\_\_ Rear: \_\_\_\_\_  
Used Deck Space - Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Well/Trailer Space Used: \_\_\_\_\_ Unused: \_\_\_\_\_  
Unused Deck Space - Front: \_\_\_\_\_ Rear: \_\_\_\_\_  
From: \_\_\_\_\_  
To: \_\_\_\_\_  
Via Highways (Routes other than MO, US, or Interstate require local permits): \_\_\_\_\_  
\_\_\_\_\_

Subject to adverse road or weather conditions. No movement authorized if roads are slippery due to ice, snow, or rain, or visibility is less than 1/4 mile. REAR VISIBILITY REQUIRED.

#### Special Restrictions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### VALID FOR TRAVEL ON STATE MAINTAINED HIGHWAYS ONLY.

The Permittee agrees to indemnify and hold harmless the State of Missouri, the Missouri Department of Transportation, its officers and employees, appointed officials and all members of the Missouri Highways & Transportation Commission from all suits, actions or claims of any character whatsoever brought because of any injuries or damage received by any person, persons or property arising from the issuance or use of this permit. The Permittee agrees that all dimensions shown are correct and accepts full responsibility for any damage to the roadway and/or structures. The Permittee also agrees to assume full responsibility for knowledge of all rules and regulations and state statutes which may apply.

Issued By:  
MODOT MCS, OD/OW Permit Section  
1320 Creek Trail Drive  
Jefferson City, MO 65109  
Phone: 573.751.2871/800.877.8499

Date Issued: \_\_\_\_\_

This form to be returned immediately to the Missouri Department of Transportation, Permit Section, PO Box 270, Jefferson City, Missouri, 65102, upon completion of move and/or expiration of validation period.

MODOT MCS PREISSUED SPECIAL OVERDIMENSION PERMIT 1

## 12.0 Pre-Issue Sample - continued

### Requirements for Pre-Issued Permits

- (A) The permit must accompany the move until the move is completed;
- (B) Travel is limited to one-half hour before sunrise to one-half hour after sunset, except as permitted in subsection (E). No movement is allowed when road conditions are hazardous, such as snow and ice covered or when hazardous cross winds affect the movement or when weather conditions are such to limit the visibility to less than five hundred feet (500');
- (C) No movement is allowed during the following holidays beginning at 12:00 noon on the day preceding the holiday or the holiday weekend period: New Year's Day (January 1), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), and Christmas Day (December 25). The restriction for Thanksgiving will begin at 12:00 noon on Wednesday and apply through Sunday. In the event a holiday falls on Saturday, the restriction will apply to the preceding Friday. If a holiday falls on a Sunday, the restriction will apply to the following Monday;
- (D) No movement is allowed on Saturdays and Sundays in the Lake of the Ozarks and Branson Areas as follows:
  - 1. Lake of the Ozarks Area – restriction applies May 25th through Labor Day (1st Monday in September);
    - a. Route 54 – between the junctions with Routes V (Miller Co.) and Y (Camden Co.).
    - b. Route 5 – between the junction with Route 54 and the city limits of Gravois Mills.
    - c. Route 42 – between the junctions with Routes 54 and 134.
    - d. Business 54 – between the east and west junctions with Route 54;
  - 2. Branson Area – restriction applies May 1st through November 30th;
    - a. Route 76 – between the junctions with Routes 13 and 160
  - 3. Route 13 – between the city limits of Branson West and the junction with Route 86 west.
- (E) For safety and to reduce traffic congestion, Monday through Friday travel in the metropolitan areas of St. Louis, St. Charles, Kansas City and Springfield is restricted as follows:
  - 1. 6:30 a.m. to 9:00 a.m. and 3:30 p.m. to 6:30 p.m. curfew:
    - a. St. Louis City and County, with the exception of Route 370
    - b. St. Charles County on Route I-70, eastbound travel between the junction of 61 and the Missouri River Bridge is restricted from 6:30 a.m. to 9:00 a.m. and I-70 westbound between the Missouri River Bridge and the junction with Route 61 is restricted from 3:30 p.m. to 6:30 p.m.; Route 40/61 (I-64) both directions between the Missouri River Bridge and I-70; and Route 94 both directions between route 370 and Route 40/61 (I-64).
    - c. Jefferson County on I-55 (both directions) between the St. Louis County Line and Route 67; Route 21 and Route 30 (both directions) between St. Louis County Line and Route BB; Route 141 (both directions) between the St. Louis County Line and Route 61/67 is restricted from 6:30 a.m. to 9:00 a.m. and 3:30 p.m. to 6:30 p.m.
  - 2. 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. curfew:
    - a. In the Kansas City area on the routes or inside of the area bounded by routes 150, 291, I-470, 152 west, to I-435 (Platte County) exit 24 south to the Kansas State Line.
    - b. Inside the city limits of Springfield, except:
      - 1. I-44 - restricted between 4:00 p.m. and 6:00 p.m. only.

**Requirements for Pre-Issued Permits**

2. US60 - restricted between 4:00 p.m. and 6:00 p.m. only.
3. US65 - restricted between 7:00 a.m. and 9:00 a.m. and between 3:30 p.m. and 6:00 p.m. only.

- (F) Maximum speed for all moves shall be ten (10) miles per hour less than the posted speed limit. Movements over routes where minimum speed limits are posted shall operate at least at the minimum speed posted;
- (G) Escort Requirements are as follows:
1. Overlength. A rear escort is required for movements when the vehicle and load exceed ninety feet (90') for a combination unit on all highways except divided highways.
  2. Overheight. A height detection vehicle is required to precede overheight loads exceeding fifteen feet six inches (15'6"). The height detection vehicle shall have a vertical clearance detection device and have continuous, uninterrupted communication with the power unit;
- (H) Front escorts shall travel approximately three hundred feet (300') in front of the load and rear escorts approximately three hundred (300') to the rear of the load. In heavy traffic or when traveling within cities or towns, the escort vehicle should maintain a distance consistent with existing traffic conditions.
- (I) Flagging is required whenever the dimensions of overwidth load are equal to or exceed the width of the travelled lane on two (2) lane bridges or whenever the movement is of such width or length that it infringes on the adjacent lane of traffic. The operator of the escort vehicle may act as the flagger. On shorter bridges it may not be necessary to actually stop traffic if sight distance is good, but on longer bridges or where sight distance is short, a flagger must be used to direct traffic and be prepared to stop traffic if necessary. A flagger is also required if the permitted vehicle and load must stop due to a breakdown with all or part infringing on the traveled roadway. All traffic control devices shall meet the requirements listed in the Manual on Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration (FHWA).

## 14.0 Blanket Permit Sample



Missouri Department of Transportation  
Motor Carrier Services  
Overdimension / Overweight Blanket Permit # 06050100041  
Valid From: 5/1/06 to 12/31/06

Issued to:  
MISSOURI DEPARTMENT OF TRANSPORTATION  
1511 MISSOURI BLVD  
JEFFERSON CITY, MO 65101-0000

USDOT: 1124373  
Sent By: Email  
State Fee: \$0 - All Fees Pre-Paid

Pursuant to authority granted under Section 304.200 and as amended, permission is hereby granted for movement on MODOT Permit # 06050100041 subject to compliance with the MODOT Overdimension & Overweight Permit Regulations under the terms, conditions, and restrictions listed in 7 CSR 10-25.020 and as follows:

Lost: CONSTRUCTION EQUIPMENT

All loads must be non-reducible and non-divisible

Power Unit:	TRUCK-TRACTOR	MAKE:	FORD 1992	LIC:	181797M(GOV)	VIN:	1FD4W00RANUA151256
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**LENGTH:** Maximum of 60' vehicle combination length allowed on all routes except maximum trailer and load length of 53' is allowed when traveling on or within 10 miles of Interstate, designated or primary highways.

**WIDTH:** Maximum of 12'4" on all routes.

HEIGHT: 13'6" on all routes except a maximum height of 14' is allowed when traveling on or within 10 miles of interstate, designated or primary highways. 13' is allowed if traveling exclusively within a single commercial zone.

Legal weights as defined in Section 304.180 and 304.190 RSho except travel over bridge structures on which a load limit is posted for lesser weights is not allowed.

Travel Allowed on all state maintained routes. Permittee must comply with all bridge loading and clearance postings.  
Subject to adverse road and weather conditions. No movement authorized if roads are slippery due to ice, snow, or rain, or visibility is less than 1/4 mile. REAR VISIBILITY REQUIRED.

**Special Restrictions:**

VALID FOR TRAVEL ON STATE MAINTAINED HIGHWAYS ONLY

TRAVEL ALLOWED ONE-HALF (1/2) HOUR BEFORE SUNRISE UNTIL ONE-HALF (1/2) HOUR AFTER SUNSET, EXCEPT WHERE RESTRICTED IN TOURIST AND URBAN AREAS.  
FLUORESCENT RED OR ORANGE FLAGS AT LEAST EIGHTEEN INCHES (18) SQUARE REQUIRED AT EXTREME ENDS OR PROJECTIONS OF LOAD.  
OVERSIZE LOAD SIGNS MUST BE DISPLAYED ON THE FRONT AND REAR OF THE LOAD FOR WIDTH IN EXCESS OF 10' 6".



## 14.0 Blanket Permit Sample - continued



**Missouri Department of Transportation  
Motor Carrier Services  
Overdimension / Overweight Blanket Permit # 06050100041  
Valid From: 5/1/06 to 12/31/06**

Issued to:  
**MISSOURI DEPARTMENT OF TRANSPORTATION  
1511 MISSOURI BLVD  
JEFFERSON CITY, MO 65101-0000**

USDOT: 1124373  
Sent By: **Email**  
State Fee: \$0 - All Fees Pre-Paid

Pursuant to authority granted under Section 304.200 and as amended, permission is hereby granted for movement on MODOT Permit # 06050100041 subject to compliance with the MODOT Overdimension & Overweight Permit Regulations under the terms, conditions, and restrictions listed in 7 CSR 10-25.020 and as follows:

**Load: CONSTRUCTION EQUIPMENT**

All loads must be non-reducible and non-divisible.

Power Unit: **TRUCK-TRACTOR** MAKE: **FORD** LSC: **181737M(COV)** VIN: **1FD4WPMR8VUA15156**  
1992

**LENGTH:** Maximum of 60' vehicle combination length allowed on all routes except maximum trailer and load length of 53' is allowed when traveling on or within 10 miles of Interstate, designated or primary highways.

**WIDTH:** Maximum of 12'4" on all routes.

**HEIGHT:** 13'6" on all routes except a maximum height of 14' is allowed when traveling on or within 10 miles of Interstate, designated or primary highways. 15' is allowed if traveling exclusively within a single commercial zone.

Legal weights as defined in Section 304.180 and 304.190 RSMo except travel over bridge structures on which a load limit is posted for lesser weights is not allowed.

Travel Allowed on all state maintained routes. Permittee must comply with all bridge loading and clearance postings.  
Subject to adverse road and weather conditions. No movement authorized if roads are slippery due to ice, snow, or rain, or visibility is less than 1/4 mile. **REAR VISIBILITY REQUIRED.**

**Special Restrictions:**

**VALID FOR TRAVEL ON STATE MAINTAINED HIGHWAYS ONLY.**

**TRAVEL ALLOWED ONE-HALF (1/2) HOUR BEFORE SUNRISE UNTIL ONE-HALF (1/2) HOUR AFTER SUNSET, EXCEPT WHERE RESTRICTED IN TOURIST AND URBAN AREAS.**

**FLUORESCENT RED OR ORANGE FLAGS AT LEAST EIGHTEEN INCHES (18) SQUARE REQUIRED AT EXTREME ENDS OR PROJECTIONS OF LOAD.**

**OVERSIZE LOAD SIGNS MUST BE DISPLAYED ON THE FRONT AND REAR OF THE LOAD FOR WIDTH IN EXCESS OF 10' 6".**

## 14.0 Load Description List

### Single Trip – Superload – Multistate – Multi-stop

Boat	Other
Boat – House	Other – Air Conditioner
Boat – Lift	Other – Air Handling Unit
Boat – Power	Other – Building
Boat – Yacht	Other – Communication Shelter
Concrete	Other – Duct Work Section
Concrete – Bridge Section	Other – Shed
Concrete – Panel	Other – Tank
Concrete – Wall Section	Other – Tank Head
Concrete Batch Plant	Other – Tires
Concrete Batch Plant - Buggy	Poles
Concrete Batch Plant – Cold Feed Bin	Poles – Steel
Concrete Batch Plant – Conveyor	Poles – Wooden
Concrete Batch Plant – Hopper	Road Building Equipment
Concrete Batch Plant – Mixer	Road Building Equipment – Broom
Concrete Batch Plant – Portable	Road Building Equipment – Chip Spreader
Concrete Batch Plant – Silo	Road Building Equipment – Compactor
Construction Equipment	Road Building Equipment - Conveyor
Construction Equipment – Backhoe	Road Building Equipment – Curb Machine
Construction Equipment – Crane	Road Building Equipment – Elevator
Construction Equipment – Drill	Road Building Equipment – Grader
Construction Equipment – Dump Truck	Road Building Equipment – Grinder
Construction Equipment – Excavator	Road Building Equipment – Loader
Construction Equipment – Loader	Road Building Equipment – Milling Machine
Construction Equipment – Rock Truck	Road Building Equipment – Paver
Construction Equipment – Trackhoe	Road Building Equipment – Reclaimer
Construction Equipment – Tractor Dozer No Blade	Road Building Equipment – Recycler
Construction Equipment – Tractor Dozer With Blade	Road Building Equipment – Road Widener
Containerized Freight	Self Propelled Specialized Equipment
Containerized Freight – Sealed Ocean Container	Self Propelled Specialized Equipment – Bucket Truck
Containerized Freight – Unladen Container	Self Propelled Specialized Equipment – Concrete Pump Truck
Farm Implement	Self Propelled Specialized Equipment – Crane
Farm Implement – Baler	Self Propelled Specialized Equipment – Drill Rig
Farm Implement – Combine	Self Propelled Specialized Equipment – Rock Crusher
Farm Implement – Conveyor	Special Mobile Equipment
Farm Implement – Cultivator	Special Mobile Equipment – Generator
Farm Implement – Disc	Special Mobile Equipment – Transformer
Farm Implement – Grain Cart	Steel
Farm Implement – Hay Bine	Steel – Beam
Farm Implement – Plow	Steel – Form
Farm Implement – Rake	Steel – Girder
Farm Implement – Tractor	Steel – Joist
Farm Implement – Wagon	Steel – Plate
Farm Implement – Wind Rower	Steel – Rebar
Farm Product (Hay)	Steel – Tank
Manufactured Home	Tires
Military	Trusses
Mobile Home Frame	Trusses – Steel
Modular Home	Trusses – Wood
Modular Home Frame	

### Blanket

100 Mile Radius	Implement of Husbandry	Missouri National Guard
Concrete Pump	Like Object	Multiple Commodity
Construction Equipment	Longer Combination Vehicle	Pipes/Poles/Beams
Emergency Response	Manufactured Home	Poles (Utility Co/Coops)
Farm Implement	Manufactured Home	Well Drill Rig